



LEYTE STATE UNIVERSITY

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Office of the President

2 August 2005

MEMORANDUM NO. 157

Series of 2005

T O: **Dr. Jose M. Alkuino, Jr.** — *ad 8/3*
Prof. Jesusito L. Lim

R E: **Designation as Officers-in-Charge, Leyte State University**

In connection with my official travel to Manila, you are hereby designated Officers-in-Charge of the Leyte State University on the following dates:

August 3 (PM) – August 4 - Prof. Jesusito L. Lim
August 5 or until my return - Dr. Jose M. Alkuino, Jr.

As Officers-in-Charge, you are authorized to discharge the functions of the Office of the President in addition to your official duties and responsibilities.

File
MANUEL K. PALOMAR

Officer-in-Charge & *Adm*

Vice-President for Academic Affairs

cc:

OVPAA — *8/3*
OVPAF — *8/3*
OVPRE
OUS — *8/3*
Deans
Directors
Personnel — *8/3*
Accounting — *8/3*
Cash — *8/3*
COA — *8/3*
ODF — *8/3*
Budget — *8/3*
Records
File

GOIMD — *8/3*
ODA — *8/3*
CAB — *8/3*
CEA — *8/3*

FAremi
CA — *8/3*